Child Passenger Safety Checklist

Use blue, black, or #2 pencil and for mistakes use Wite-out correction tape.

Only submit original forms; copies will not be accepted.

Fill in boxes, from left to right one letter/number per box `1 2 3 A B C`   Fill in circles like this ●

Caregiver First Name (Person Receiving Education)

Caregiver Last Name

Are you a citizen of the European Union (EU)? ○ YES

Address (Optional)

City   **State**   **Zip**

Phone ☐☐☐ - ☐☐☐ - ☐☐☐☐   **Email Address**

Vehicle Make/Mfg. (e.g. Chevy, Buick)   **Vehicle Model (e.g. Malibu, Enclave)**   **Vehicle Year**

Today's Date ☐☐ / ☐☐ / 2 0 ☐☐
Month   Day   Year

Caregiver signature _____

TECHNICIAN - ALL QUESTIONS BELOW REFER TO YOUR STATE LAW

CHILD NUMBER ONE - COMMENT BOX ON BACK

Child Present   ○ Yes ○ No ○ Unborn

Child with Special Transport Needs? ○ Yes ○ No

Child's age:
○ 0 - 12 Months
○ 13 - 23 Months
○ ☐☐ Years (write whole number only 2,3,4…)

Height/inches ☐☐   Weight/lbs ☐☐☐

Child Initials ☐☐   Child First Name (Optional)

ON ARRIVAL

1. Child/CSS location in vehicle

D ○ ○ front row   ○ Other seating location Explain:
○ ○ ○ back
○ ○ ○ 3rd row

2. CSS installed using (select all that apply)
○ No CSS (Mark - Go to #18)   ○ Integrated Seat (Mark - Go to #7)
○ Uninstalled (i.e in box)   ○ Unrestrained (Mark - Go to #18)
○ Seatbelt
○ Tether
○ Lower anchors

3. Restraint type:
○ RF only w/o base   ○ RF only w/ base
○ Base only   ○ RF convertible
○ FF w/ harness   ○ BP Booster
○ Lap/Shoulder (Mark -Go to #17)   ○ Lap only (Mark - Go to #17)
○ Special Needs   ○ Vest

4. CSS MFG:
○ Baby Trend   ○ Britax
○ Chicco   ○ UPPAbaby
○ Diono   ○ Graco
○ Nuna   ○ Clek
○ Recaro   ○ Peg Perego
○ Evenflo   ○ Bubble Bum
○ Dorel (Cosco, Eddie Bauer, Safety 1st,Maxi Cosi)
○ Other

5. Model Number

6. MFG Date (MM/DD/YYYY)
☐☐ / ☐☐ / ☐☐☐☐

FINDINGS

	Yes	No	N/A
7. CSS history known	○	○	
8. CSS involved in a crash	○	○	○
9. CSS labels missing	○	○	
10. CSS expired	○	○	○
11. CSS recalled	○	○	○

BASED ON LAW

	Yes	No	N/A
12. CSS correct direction	○	○	○
13. CSS harness correct	○	○	○
14. Recline angle correct	○	○	○
15. Lower anchors correct	○	○	○
16. Tether correct	○	○	○
17. Seatbelt correct	○	○	○

ON DEPARTURE

18. Child/CSS location in vehicle
D ○ ○ front row   ○ Other seating location Explain:
○ ○ ○ back
○ ○ ○ 3rd row

19. Child/CSS installed using (select all that apply)
○ No CSS   ○ Integrated Seat (Mark - Go to 25)
○ Uninstalled
○ Seatbelt
○ Tether
○ Lower anchors

20. Coalition provided a new CSS? ○ ○ Yes No

21. Restraint type:
○ RF only w/o base   ○ RF only w/ base
○ Base only   ○ RF convertible
○ FF w/ harness   ○ BP Booster
○ Lap/Shoulder   ○ Lap only
○ Special Needs   ○ Vest

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22. CSS MFG:
○ Same as 4,5,6 (Mark - Go to 25)
○ Baby Trend   ○ Britax
○ Chicco   ○ UPPAbaby
○ Diono   ○ Graco
○ Nuna   ○ Clek
○ Recaro   ○ Peg Perego
○ Evenflo   ○ Bubble Bum
○ Dorel (Cosco, Eddie Bauer, Safety 1st,Maxi Cosi)
○ Other

23. Model Number:

24. MFG Date (MM/DD/YYYY):
☐☐ / ☐☐ / ☐☐☐☐

BASED ON STATE LAW
25. Child / CSS Correct ○ Yes ○ No
26. CSS/Vehicle Compatible ○ Yes ○ No
27. Education Materials Given ○ Yes ○ No
28. Discussed Unattended Children In & Around Cars ○ Yes ○ No
29. Next Steps Discussed ○ Yes ○ No

CAREGIVER SIGN OFF:
Yes No N/A
30. I harnessed child/doll in CSS ○ ○ ○
31. I participated/installed CSS ○ ○ ○
32. My Ethnicity (VOLUNTARY)
○ Black or African American
○ White ○ Hispanic ○ Asian
○ Native Hawaiian/Other Pacific Islander
○ American Indian/Alaska Native
○ Other
33. I can install my car seat on my own
○ Yes ○ Maybe ○ No

Initials ☐☐   Donation $ ☐☐☐

Tech Last Name   ○ Tech Worked alone   **Tech Number**   **COALITION #**

Tech Last Name   ○ Senior Checker   **Tech Number**

○ **CPS Class**
○ **Inspection Station**

Partner #

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Child Present ◯ Yes ◯ No ◯ Unborn

Child with Special Transport Needs? ◯ Yes ◯ No

Child's age ◯ 0 - 12 Months
◯ 13 - 23 Months
◯ ☐☐ Years (write whole number only 2,3,4…)

Height/inches ☐☐

Weight/lbs ☐☐☐

Child Initials ☐☐☐

Child First Name (Optional) ☐

ON ARRIVAL

1. Child/CSS location in vehicle

D ◯ ◯ front row
◯ ◯ ◯ back
◯ ◯ ◯ 3rd row

◯ Other seating location
Explain: ☐

2. CSS installed using (select all that apply)

◯ No CSS (Mark - Go to #18)
◯ Uninstalled
◯ Seatbelt
◯ Tether
◯ Lower anchors
◯ Integrated Seat (Mark - Go to #7)
◯ Unrestrained (Mark - Go to #18)

3. Restraint type:

◯ RF only w/o base
◯ Base only
◯ FF w/ harness
◯ Lap/Shoulder (Mark -Go to #17)
◯ Special Needs
◯ RF only w/ base
◯ RF convertible
◯ BP Booster
◯ Lap only (Mark - Go to #17)
◯ Vest

4. CSS MFG:

◯ Baby Trend
◯ Chicco
◯ Diono
◯ Nuna
◯ Recaro
◯ Evenflo
◯ Britax
◯ UPPAbaby
◯ Graco
◯ Clek
◯ Peg Perego
◯ Bubble Bum

◯ Dorel (Cosco, Eddie Bauer, Safety 1st,Maxi Cosi)
◯ Other ☐

5. Model Number ☐

6. MFG Date (MM/DD/YYYY)

☐☐ / ☐☐ / ☐☐☐☐

FINDINGS

	Yes	No	N/A
7. CSS history known	◯	◯	
8. CSS involved in a crash	◯	◯	◯
9. CSS labels missing	◯	◯	
10. CSS expired	◯	◯	◯
11. CSS recalled	◯	◯	◯

BASED ON LAW

	Yes	No	N/A
12. CSS correct direction	◯	◯	◯
13. CSS harness correct	◯	◯	◯
14. Recline angle correct	◯	◯	◯
15. Lower anchors correct	◯	◯	◯
16. Tether correct	◯	◯	◯
17. Seatbelt correct	◯	◯	◯

ON DEPARTURE

18. Child/CSS location in vehicle

D ◯ ◯ front row
◯ ◯ ◯ back
◯ ◯ ◯ 3rd row

◯ Other seating location
Explain: ☐

19. CSS installed using (select all that apply)

◯ No CSS
◯ Uninstalled
◯ Seatbelt
◯ Tether
◯ Lower anchors
◯ Integrated Seat (Mark - Go to 25)

20. Coalition provided a new CSS?
◯ ◯
Yes No

21. Restraint type:

◯ RF only w/o base
◯ Base only
◯ FF w/ harness
◯ Lap/Shoulder
◯ Special Needs
◯ RF only w/ base
◯ RF convertible
◯ BP Booster
◯ Lap only
◯ Vest

22. CSS MFG:

◯ Same as 4,5,6 (Mark - Go to 25)
◯ Baby Trend
◯ Chicco
◯ Diono
◯ Nuna
◯ Recaro
◯ Evenflo
◯ Britax
◯ UPPAbaby
◯ Graco
◯ Clek
◯ Peg Perego
◯ Bubble Bum

◯ Dorel (Cosco, Eddie Bauer, Safety 1st,Maxi Cosi)
◯ Other ☐

23. Model Number: ☐

24. MFG Date (MM/DD/YYYY):

☐☐ / ☐☐ / ☐☐☐☐

BASED ON STATE LAW

	Yes	No
25. Child /CSS Correct	◯ Yes	◯ No
26. CSS/Vehicle Compatible	◯ Yes	◯ No
27. Education Materials Given	◯ Yes	◯ No
28. Discussed Unattended Children In & Around Cars	◯ Yes	◯ No
29. Next Steps Discussed	◯ Yes	◯ No

CAREGIVER SIGN OFF:

	Yes	No	N/A
30. I harnessed child/doll in CSS	◯	◯	◯
31. I participated/installed CSS	◯	◯	◯

33. I can install my car seat on my own
◯ Yes ◯ Maybe ◯ No

Initials ☐☐ Donation $ ☐

Child# 2 - Comments ☐

Tech Last Name ☐ ◯ Tech Worked alone
Tech Number ☐

Tech Last Name ☐ ◯ Senior Checker
Tech Number ☐

Child# 1 - Comments ☐

QUICK REFERENCE: KNOW YOUR STATE LAWS

Direction: All infants and toddlers should ride in a rear-facing CSS for as long as possible, until they reach the highest weight or height allowed by their CSS manufacturer. Most convertible seats have limits that will permit children to ride rear-facing for 2 years or more. (AAP updated August 2018).

Location
All children under age 13 should ride in a back seat. If a child must ride in the front seat, then the child with a full harness CSS or properly adjusted shoulder belt, seated in the correct forward facing and upright position, should sit there. Move the vehicle seat as far back from the airbag as possible. For older children sitting in safety belts next to side airbags, remind them to sit straight up and avoid resting their heads on a window or structural pillar of the vehicle.

Harness - Know Your State Law
Rear-facing CSS harness straps should pass through the slots at or below the child's shoulders. The forward facing CSS harness straps should pass through the slots at or above the child's shoulders. Read CSS instructions. Use all CSS until the upper height or weight limits are met. A child is too large for the CSS when the shoulders are above the top FF harness slots, the child's head is within 1 inch of the top of the rear facing CSS or he exceeds CSS weight or height limits. Harness straps must lay flat on the chest and over the hips. Harness straps must pass the "pinch" test: when the buckled straps are pinched at the shoulder, there should be no slack or extra webbing. The harness retainer clip must sit at the child's armpit level, and the straps must be threaded properly through the clip.

Belt-Positioning Booster (BPB) Seats - Know Your State Law
Use all BPBs with vehicle lap and shoulder safety belts. Check BPB instructions for use with switchable shoulder belts. Special products, such as vests and Y harnesses used with a booster base, must be used according to manufacturer's instructions and the vehicle owner's manual. Many children will be between 8-12 years before the safety belt alone fits properly. Use a BPB until that time.

Installation: Fully read and follow all labels plus CSS and vehicle manuals for every CSS installation.
Never install a rear-facing CSS in front of a frontal airbag. No system is fail-safe, so even if the passenger sensing system or airbag switch shows the right front passenger frontal airbag is turned off, secure rear-facing CSS in a back seat. Safety belts must pass through the CSS exactly as the manufacturer directs. CSS must not move more than 1 inch side to side or front to back when grasped at the belt path. In general, use either lower anchors or safety belt, not both together, unless allowed by both the CSS and vehicle manufacturers. Check vehicle manuals to identify designated lower anchor and tether anchor locations. Always use the top tether when directed by the CSS and vehicle instructions. Follow the current LATCH Manual if further guidance or clarification is needed. LATCH weight limits must be followed. Heavier children who ride in a harnessed CSS may require special arrangements. Seat belts in vehicles made after 1996 meet lockability requirements, so no locking clip should be needed. Always test vehicle safety belts to be sure they are locked at either the retractor or latchplate unless a lock off or locking clip has been used to secure the car seat. Treat unused safety belts as you would any cord by ensuring that they are out of reach of children, and that caregivers are aware of entanglement danger. Technology (e.g., inflatable seat belts) changes regularly and requires your full attention. You must read manuals! This summary does not take the place of reading manuals.

Child Ready for Safety Belt
With the child's back and bottom against vehicle seat back, the knees should bend naturally at vehicle seat edge. When the safety belt is buckled, the lap belt fits low on the hips, touching the thighs, and the shoulder belt rests between neck and shoulder on the collarbone. Never place the shoulder belt under arms or behind backs. Optimally, the child's feet should touch the floor.

Other
Remind caregivers to NEVER LEAVE A CHILD ALONE IN A CAR. The CSS is not a babysitter. Children should not spend excessive amounts of time in a CSS when outside of a vehicle.

This list is not exhaustive and should not be relied upon in place of the NHTSA standardized curriculum.

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